
(date)

(time)

TO: CITY OF HAPPY VALLEY

RE: Public Records Request

This is a request to review public documents or records of the City of Happy Valley pursuant to the Public Records Act. I understand that the documents or records requested may not be immediately available for my review and that I may need to make an appointment to review the documents or records. I acknowledge that there may be a cost for staff time involved in research or retrieval of the requested document(s) or record(s), and that there is a cost for obtaining copies of documents or records. If research time is required by City Staff, I understand I will be notified of the estimated cost prior to retrieval/copying of the document(s) or record(s). I also understand that prepayment for staff research time and for Staff time involved in the copying of the requested records may be required.

Routine requests will be handled within the departments. More complex written requests, or requests that implicate application of statutory exemption from disclosure shall be submitted to the City Attorney for response. The City Attorney's response will be pursuant to the City of Happy Valley policy for request, inspection and copying of City Records. In most cases, there will be a fee charged for providing this service. Payment of the fee for meeting your request must be received prior to the requested materials being retrieved and/or copied.. The City Recorder and/or his/her designee will advise you of the fee required for your request.

I acknowledge that any documents or records made available to review must not be disassembled and must be left intact, and that I cannot make copies myself.

The document(s) or record(s) I would like to

☐ review are:

☐ have copied are:

(Attached additional sheet if needed)

Respectfully submitted,

Requesters Signature

Street Address

Requesters Name (Please Print)

City / State / Zip

Business Name (if applicable)

Daytime Phone No. / Fax No.

E-Mail: _____

Exempt from Fees: The following individuals, groups or organizations shall not be charged for photocopying costs or the first thirty (30) minutes of staff time required to process a public information request. However, if it is determined a specific request will take longer than thirty (30) minutes of staff time to process, the requesting party may ask the City Manager to reduce or waive all additional fees associated with providing the requested record:

- a. any member of the City council
- b. a board, commission or committee member of this City; or
- c. any other government agency.

For office use only

Time in: _____ Time out: _____ Finalized: _____

of files requested: _____ #of files in archives: _____

of copies made: _____ @ \$0.20 each (single sided) \$ _____

of copies made: _____ @ \$0.25 each (double sided) \$ _____

of copies made: _____ @ \$0.30 each (legal single side) \$ _____

of copies made: _____ @ \$0.35 each (legal double side) \$ _____

of copies made: _____ @ \$0.40 each (11 x 17 single side) \$ _____

Other Copies:

made: _____ @ \$ _____ per page \$ _____

Staff time:

_____ \$ _____ X _____ = \$ _____
(name) (hourly rate) (time spent)

_____ \$ _____ X _____ = \$ _____
(name) (hourly rate) (time spent)

_____ \$ _____ X _____ = \$ _____
(name) (hourly rate) (time spent)

Receipt # _____ Total Amount Due \$ _____

Paid: Cash _____ Check _____ Check No. _____

Action Taken by: _____ (initials)

Reviewed file _____ Research required _____

Provided copies of _____

Other action _____